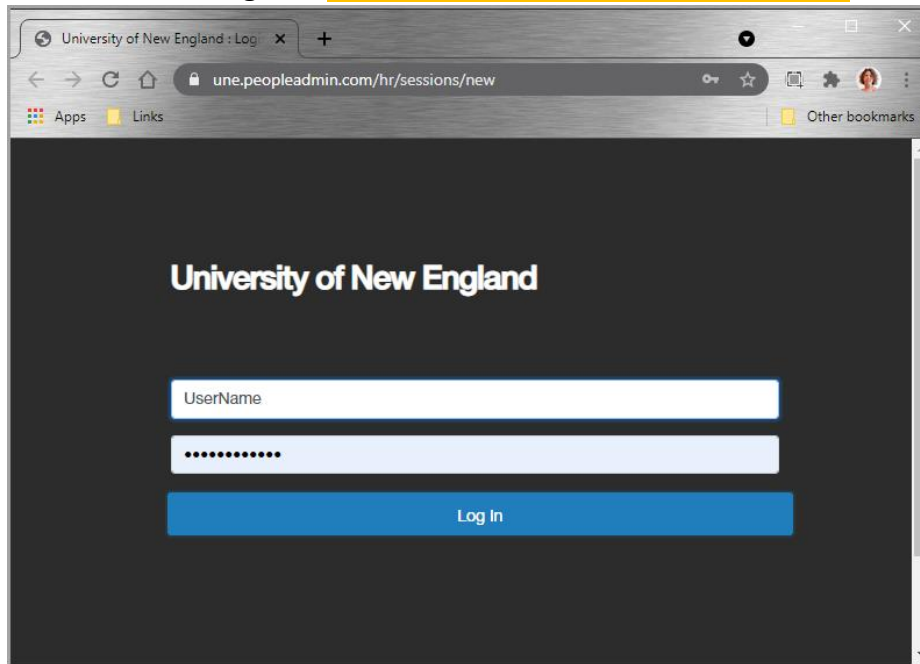


# People Admin Login & Employee Records

Overview to gain access to the system for all levels of users.

In browser go to: <https://une.peopleadmin.com/hr>



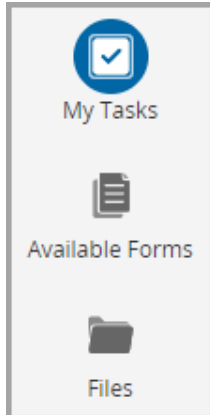
1. Use your UNE Username and password to gain access.

**Note:** The system requires your username, *not* your email address.

2. Once you gain access to the system you will land on the Home page which has your **InBox** and **Watch Box**.
3. You can access the **Records Self-Service** module by going to the 3 dots in the upper left of the screen and clicking **Employee Records**.



4. Once in the **Employee Records** module you will have access to your electronic employee file.



**Note:** For any benefits eligible employee starting employment before November 2020, the documents in the system will only be reflective of those received 1/1/21 and later.

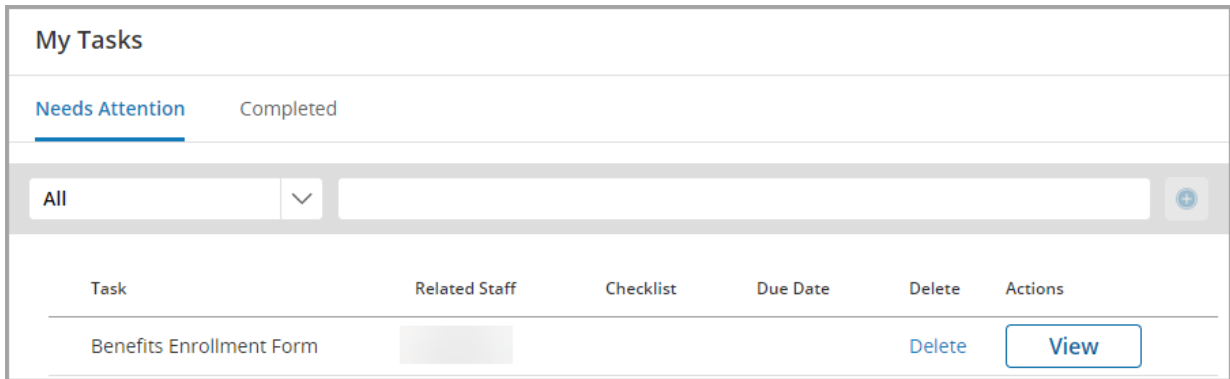
The following menu items appear below the UNE logo:

**My Tasks:** various form and checklist tasks the employee has been assigned to complete.

**Available Forms:** forms available for self service use including, for example, educational benefits, tax forms and address updates.

**Files:** employee personnel file documents

5. Upon enter Records you will land on the **My Tasks** page. This will contain any documents or forms that you have been assigned to complete.

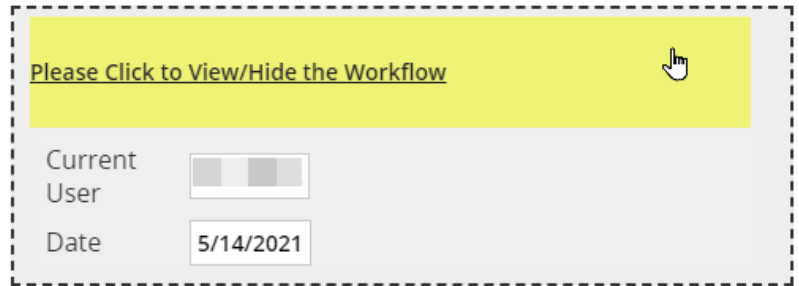


6. To access the Self Service forms, choose the **Available Forms** option. You can currently find the following forms:

- Qualifying Event Benefits Election Form
- Blue Scholar Program
- CIC Tuition Exchange Request Form
- Employee Information Form
- Hep B Vaccine Program
- Maine W4 Form
- Tuition Exchange Program Request Form
- Tuition Grant in Aid Request Form
- UNE Exit Questionnaire
- W-4 2021

- You will have the option to choose from a variety of forms which will go through the appropriate review and approval process depending upon the form.

To view the workflow associated with a specific form or to see the workflow status, go to the bottom of the form and click *Please Click to View/Hide the Workflow*.



**Note:** There are occasions when forms are returned to those submitting them for further information. If this happens, they will be found on the [My Tasks](#) page.

- To access the electronic employee personnel file documents, click **Files** from the menu. From there, click the applicable folder to access your documents.

